

1.1 Finance and Administration Program Area Products, Services, and Customers

The table below lists Finance and Administration's products, services, and customers:

Finance and Administration Products, Services, and Customers	
Products and Services	Customers and Clients
Financial management	U.S. Census Bureau Executive Staff, program managers, and administrative staff; Department of Commerce; Office of Management and Budget
Financial reports	U.S. Census Bureau Finance Division and Budget Division; Department of Commerce; Office of Management and Budget
Financial database	U.S. Census Bureau managers
Procurement documents	U.S. Census Bureau divisions; vendors
Travel documents	U.S. Census Bureau divisions
Purchase card management	U.S. Census Bureau divisions
Property management	U.S. Census Bureau divisions
Sales order entry management	Marketing Services Office
Expendables, forms, publications inventory management	U.S. Census Bureau divisions
CAMS training	U.S. Census Bureau divisions

1.2 Finance and Administration Program Area IT Objectives

The Finance and Administration area seeks to make maximum and efficient use of IT resources to meet program objectives by:

- capturing financial data as a byproduct of program and administrative tasks;
- ensuring the integrity, timeliness, and completeness of financial data;
- replacing proprietary and custom-designed software applications with commercial off-the-shelf products where feasible;
- ensuring that production systems are state-of-the-art and within U.S. Census Bureau standards;
- ensuring Y2K compliance;
- providing software and data redundancy, as well as hardware failsafe mode to minimize downtime;
- using web-enhanced applications to fulfill customer needs; and
- employing state-of-the-art technology to automate feeder systems.

- installing all new equipment at the Bowie Computer Center;
- automating existing manual systems;
- providing comprehensive online databases for customers;
- redesigning legacy systems; and
- deploying Y2K compliant systems.

During FY 2000, we plan to replace the CAMS' DEC 2100 system with a new upgraded system; at the moment, we are planning to use a DEC Alpha 8400. Our long-range plans include updating hardware in FY 2002. In addition, we are planning significant increases in disk storage, as follows:

- one terabyte for FY 2000;
- two terabytes for FY 2001; and
- three terabytes for FY 2002.

The Publications and Forms Design System helps to create and develop generalized publications (including statistical compendia, catalogs, manuals, and other reference materials) and graphics. Over 1,000 publications are

available and distributed to external customers via CD-ROM disks and Internet data files.

We are using two software packages, Netscape Publishing and Netscape Merchant, to sell publications online.

Netscape Publishing provides a billing or subscription mechanism to customers accessing specific "paid" portions of the website. The subscriber can access a service that replicates the data and software available on some of our best-selling CD-ROMs. A three-month subscription to the service is \$40; multiple user subscriptions are \$2,500 per year.

Netscape Merchant lets people buy U.S. Census Bureau data products through our Internet website. Customers can view the CenStore portion of the site, which describes all our data products, then select the appropriate CD-ROMs for purchase. For more information, please see the CenStore website at www.census.gov/mp/www/censtore.html.

2.1 Finance and Administration Program Area IT Systems Description

2.1.1 Commerce Administrative Management System (CAMS) Description

The heart of CAMS is the Core Financial System. Data is entered into this system via feeder systems that include the following:

- the Automated Decennial Administrative Management System;
- the Budget Management Information System; and
- the Travel Management Information System.

These systems handle a variety of administrative and financial functions.

The Core Financial System contains all the functionality required to support central accounting and financial reporting. The components of the Core Financial System are:

- General Ledger;
- Accounts Receivable;
- Accounts Payable;
- Budget Execution;
- Cost Accumulation; and
- Financial Reporting.

CAMS also supports functions for:

- Budget Formulation;
- Procurement/Small Purchases;
- Payroll interface with the National Finance Center;
- Property Management;
- Travel Management;
- Order Entry and Inventory Control;
- Purchase Card, and
- Training.

Both manual processes and automated systems feed data to the Core Financial System. For example, Accounts Payable, General Ledger, and Accounts Receivable transactions can be entered manually or electronically. The Budget Management Information System feeds electronic data to the budget execution component of the Core Financial System.

The U.S. Census Bureau began its Core Financial System implementation planning and rollout in March 1995 by establishing a CAMS Implementation Office and CAMS Implementation Manager. The U.S. Census Bureau designed a phased deployment strategy with its initial phase, or “baseline” implementation, beginning in October 1996. The initial implementation included the general ledger, budget execution, and cost accumulation modules of the Core Financial System. The U.S. Census Bureau and Andersen contractors designed, developed, and built a generic extract interface and a budget interface to bring financial transaction data from legacy systems to the Core Financial System. We also acquired a Digital Alpha 8400 computing platform running the Oracle-based Core Financial System software under Digital UNIX.

The second phase, or “target” implementation, began October 1997 and included initiating reimbursable agreements, no-match accounts payable invoice processing, limited accounts receivable processing, and a new payroll and labor estimating interface.

The next, or “transition,” phase began in FY 1999 and includes development and roll out of electronic signature capability and of additional U.S. Census Bureau-specific applications for travel, order-entry/inventory, personal property, and postal services, document printing and

publications services. This phase (illustrated in Figure 2, below) will continue into FY 2000. An important component of this phase will be removing all residual transactions from the legacy system that resides on the Unisys platform.

Major Feeder Systems:

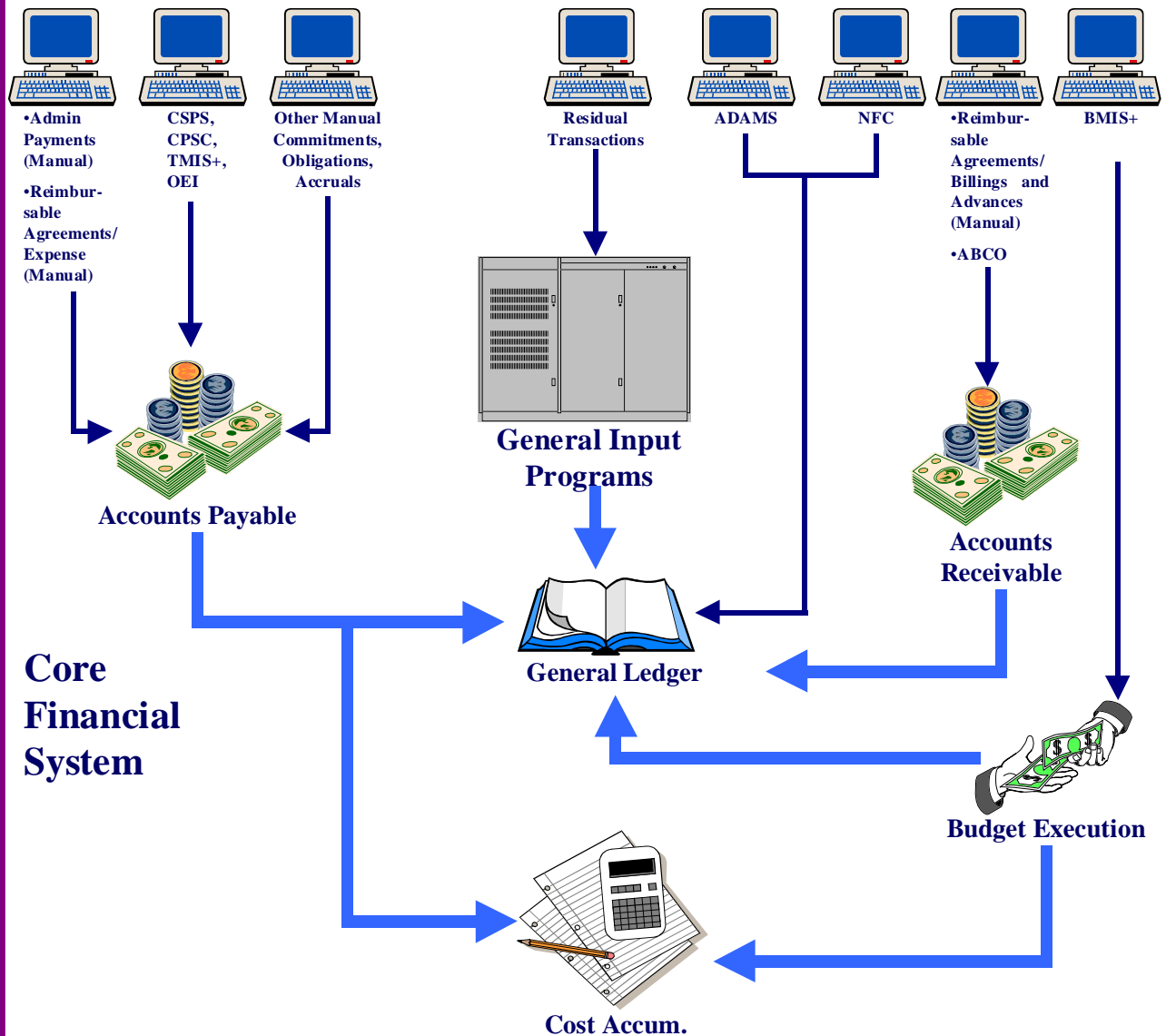


Figure 2: CAMS Transition Phase

- two processors;
- the alpha EV4.5 (21064) processor operates at 274MHz;
- 512MB memory;
- one SWCXR RAID controller;
- one TLZ87 DLT tape drive;
- 15 4.3GB drives;
- eight 2.1GB drives; and
- 81.3GB storage.

We now use the original CAMS architecture as a test platform. The architecture is a Digital 8400 Alpha computer consisting of:

- two dual CPU modules;
- two gigabyte (GB) memory modules;
- one 2GB swap disk;
- one 2GB system disk;
- two 40GB tape magazines;
- two HSZ40 controllers; and
- 46 4GB disks organized into RAID pools and advanced file system disks.

We had to replace the original architecture due to the heightened implementation of CAMS and its accelerated deployment throughout the U.S. Census Bureau. The replacement platform, a DEC Alpha 8400, consists of the following:

- five dual CPU modules;
- six GB memory module;
- two 4.3GB swap disks;
- two 4.3GB system disk drives;
- four TZ89GB tape drives;
- four HSZ40 controllers;
- 64 4.3GB disks;
- 14 9GB disks; and
- the disks are organized into RAID sets.

The operating system software is Digital UNIX and the database software is Oracle Relational Database Management System. The application software is commercial off-the-shelf software. The Department of Commerce's CAMS Service Center makes any enhancements, modifications, and required interface programs to the software.

CAMS does not operate or maintain its own telecommunications architecture, relying solely on the U.S. Census Bureau's telecommunication infrastructure provided by the IT Directorate's Telecommunications Office.

The CAMS front end Novell server consists of the following:

- a Pentium 200;
- one GB memory;
- 16GB disk; and
- Netware 4.11.

The two CAMS Webserver boxes are in the Bowie Computer Center. CAMS uses both client- and web-based systems for acquiring and delivering data. Our goal is to eventually move all applications interacting with CAMS to the U.S. Census Bureau's Intranet. By moving to web-based systems, we will provide faster response times to our customers. The Webservers consist of the following:

- two 300MHz CPUs;
- four GB of memory;
- 12 GB of disk space;
- one tape drive; and
- two controllers in each.

Commerce Administrative Management System Milestones FY 99

Description	Estimated		Actual		Progress to Date
	Start Date	Finish Date	Start Date	Finish Date	
Implement Travel system and integrate with Core Financial System	10/97	10/98		10/98	Completed.
Implement Enhancement to Postal System	10/97	10/98		10/98	Completed for FY99.
Enhance Personal Property to include financial reports and depreciation	02/97	12/98		04/99	Completed (Ran parallel tests for 4 months).
Develop and implement Jeffersonville Activity and Reporting System	07/97	07/99	10/98		Staff being trained, parallel test being prepared.
Budget Management Information System plus	10/97	06/98			On schedule for FY2000 implementation. (07/99)
Implement Data Warehouse	05/99	09/99			In progress.

Commerce Administrative Management System Milestones FY 00

Description	Estimated		Actual		Progress to Date
	Start Date	Finish Date	Start Date	Finish Date	
Complete Migration of all Accounting Processing from Unisys to CAMS platform	01/99	10/99			On schedule.
Make Enhancements to all Applications	10/99	09/00			
Continue Work on Data Warehouse	10/99	09/00			
Continue development of computer based training	10/99	09/00			
Continue Performance Improvement to CAMS	10/99	09/00			
Continue development of reporting functionality	10/99	09/00			

Commerce Administrative Management System Milestones FY 01

Description	Estimated		Actual		Progress to Date
	Start Date	Finish Date	Start Date	Finish Date	
Make Enhancements to all Applications	10/00	09/01			
Continue Work on Data Warehouse	10/00	09/01			
Continue development of computer based training	10/00	09/01			
Continue Performance Improvement to CAMS	10/00	09/01			
Continue development of reporting functionality	10/00	09/01			

2.1.3 Commerce Administrative Management System (CAMS) Performance Measures

Commerce Administrative Management System Performance Measures			
Performance Goals	Performance Measures	Target Performance	Current Performance
Monitor implementation progress	Percent of critical milestones achieved on schedule	85-100%	100% (1 out of 1)
Maintain system availability	Percent of system downtime (during business hours) caused by CAMS software	Less than 3%	Downtime: less than 1% (1 hour out of 480; Jan-Mar)
Customer satisfaction	Number of outstanding Priority 1 and 2 System Investigation Requests (SIRs)	0 Priority 1 SIRs; 5 Priority 2 SIRs	0 Priority 1 SIRs; 40 Priority 2 SIRs
Assess effectiveness of end-user product	Percent of problems reported to help desk that are resolved within designated resolution period (per priority)	85-100%	93% (Jan-Dec)
Move applications off Unisys system	Average number of transactions interfaced from the legacy Unisys accounting system	Average less than 200 transactions per month	148 transactions per month (Jan-Mar)
Assess availability of financial management information	Average availability of Financial Management Reports following month end	Preliminary reports by 3 rd business day; Final reports by 10 th business day	Preliminary reports: N/A; Final reports: 10.5 days average availability (Dec-Feb)

The risk inherent to these delays is that we will not be able to supply our services on time and with quality. Because of the CAMS Support Center's limited resources, their work must be prioritized, with fixes having the highest priority and changes/enhancements falling somewhere below. In addition, a new element of uncertainty has been added to the process for making changes to the Core Financial System software: the CAMS Support Center's budget has been cut, which has translated into many projects being placed on hold. These projects include the following:

- Programming on the Printing and Publication Services Feeder Module;
- Migration to Next Release of Oracle;
- Reorganization Module Programming;
- Develop Design for Archiving Module;
- Develop Standard Interfaces;
- Ongoing Support for Documentation;
- Process Improvement;
- Capture Design in CASE Tool;
- Expand Support for Net Works; and
- Program Management—an OMB Requirement.

Finally, the site license for Oracle production expires at the end of 2002. If not renewed, CAMS could bear additional costs beginning 2003.

2.1.5 Commerce Administrative Management System (CAMS) References

CAMS is supported by the following planning documents:

- Budget Submission for FY 2000, dated June 1999;
- 1999 Strategic IT Plan, dated December 18, 1998, pages 85-86, 100;
- DEC 8400 System, Requirement Initiative FADM-9902, approved February 24, 1999;
- Information Technology Services, Requirement Initiative IT01-9801, approved December 30, 1997;
- DEC 8400 Hardware and Software, Requirement Initiative AS02-9601, dated May 9, 1996; and
- the Security Plan for CAMS data.

2.2.1 Publications and Forms Design System

Publications, graphics/forms design and production at the U.S. Census Bureau use IT resources in three categories:

- mainframe/minicomputer systems;
- proprietary UNIX-based systems; and
- PC desktop systems.

The IT Directorate directly provides mainframe/minicomputer and desktop resources. The Finance and Administration program

area procures and maintains two proprietary UNIX-hosted hardware systems and associated peripherals to produce publications and forms. These two hardware subsystems, plus graphics production, are functionally integrated into a single publication system where content is exchanged between platforms and peripherals are shared. The Finance and Administration program area directly maintains these subsystems (described below).

- Interleaf 6.4, Photoshop, Illustrator, Freehand, Pagemaker, Acrobat Suite, GIF Construction Set, ATM Deluxe, Power-Point, PKZip, PrintFile (freeware), OnNet FTP;
- eight Pentium PC workstations (450MHz Dell with 128MB RAM, 9GB hard disk, internal CD-ROM, internal 100MB ZIP drives;
- one Pentium Windows NT file/print server;
- three Power MacIntoshes;
- one ProImage 7100 flatbed color scanner from PixelCraft, Inc.;
- one Canon CLC1000 color laser copier;
- two SCSI 100MB ZIP Drives;
- ADNET-owned PC fileserver with 9GB storage capacity for the Graphics Subsystem's files;
- one scanner 1200 dpi; and
- two HP5SiMx postscript black & white laser printers (can print up to 20 pages per minute).

The Forms Design Subsystem is comprised of the following:

- 15 Pentium PCs (300MHz Dell with 48MB RAM, 4GB hard disk, internal CD-ROMs);
- three Pentium PCs in common areas;
- ADNET-owned PC fileserver with 9GB storage capacity;
- one Power MacIntosh;
- 16 100MB ZIP drives;
- one JAZZ drive;
- one Epson 836XL flatbed color scanner;
- Linotype L300 typesetter with color separation board installed, and RIP 50;
- one LOG-E online film processor;
- one Canon CLC800 color laser printer/copier; and
- two HP5SiMx postscript laser printers, with installed high-capacity trays.

We are currently moving the Forms Design Subsystem to a Windows95/98/NT platform software, OneForm.

The Table Image Processing Subsystem is the engine that drives the production of the U.S. Census Bureau's publication tables. This subsystem is available on both the DEC VAX/VMS and DEC Alpha platforms. Our long-term plans are to replace this subsystem with a less comprehensive table composition system.

2.2.2 Publications and Forms Design System Progress Against Planned Milestones

Publications and Forms Design System Milestones, FY 98					
Description	Estimated		Actual		Progress to Date
	Start Date	Finish Date	Start Date	Finish Date	
No milestones to report					

2.2.3 Publications and Forms Design System Performance Measures

The Publications and Forms Design System has no performance measures to report.

2.2.4 Publications and Forms Design System Risks

The risks associated with the Publications and Forms Design System are rapid technological change and the associated move from paper to electronic media. The systems we use must continue to support traditional printing and publishing requirements while also meeting new requirements for electronic formats and products. Keeping

the skill levels of current staff in sync with the increasingly complex technologies is a challenge. The specific risk associated with implementing the Table Imaging Processing System is that one person supports this system; if we lose this person and their knowledge, the U.S. Census Bureau's table processing capability would greatly suffer.

2.2.5 Publications and Forms Design System References

The Publications and Forms Design System is supported by the following planning documents:

- Budget Submission for FY 2001, dated June 1999;
- 1999 Strategic IT Plan, dated December 18, 1998, pages 85-86, 100;
- *IT Resources for CAMS Program*, Requirement Initiative CAMS-9801, approved January 21, 1998; and
- *DEC 8400 Hardware and Software*, Requirement Initiative AS02-9601, approved May 9, 1996.

3.0 Finance and Administration Infrastructure

The Finance and Administration infrastructure is provided by the IT Directorate; please see section 6.1 of the Enterprise IT Support portion of this Plan. The following table lists the number of PCs and printers that Finance and Administration uses:

Finance and Administration Office Automation		
Division	PCs	Printers
Human Resources	232	18
Financial/Administrative Services	210	23
Admin/Customer Service	230	6
Security	53	8